

BURLINGTON CITY COUNCIL REGULAR SESSION JANUARY 15, 2014

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, January 15, 2014. Mayor Gene L. Merry called the meeting to order.

ROLL CALL: ☒ Mayor Gene L. Merry

Council Members present:

☒ William C. Scott (President of Council)

☒ Jane M. Griffith

☒ Lewis Lenard

☒ R. Standley Luke (Stan)

☒ Forrest T. Rhodes

☒ Jerilyn Curtiss

Superintendents Present: ☒ Kevin Boyce (Parks) ☒ Alan Schneider (Electric)

☒ Doug Jones (Chief of Police)

☐ Doug Mast (Street)

☒ Danny Hawkins (Water/Wastewater)

Also Present: ☒ Regina Kewley (City Clerk)

☒ Jimmy Hugunin (Zoning & Grants Clerk)

☐ Thomas F. Robrahn (City Attorney)

☐ Susan Stroh (Administrative Assistant)

☒ Dennis Roth (City Attorney)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Riley Morgan

AGENDA: *Council Member Scott, "I move to approve the agenda as amended." Council Member Curtiss, "I second the motion." Motion unanimously carried.*

MINUTES: December 18, 2013: *Council Member Curtiss, "I move to accept the Draft Minutes of Council's regular session of December 18, 2013 as presented." Council Member Luke, "Second." Motion unanimously carried.*

PUBLIC COMMENT: None

ELECTRIC DEPARTMENT: Distribution Updates

General Distribution: Electric personnel are doing normal daily duties: work orders, locates, customer service requests, and read electric meters. Some of the down guys on structures are rusted and causing poles to lean, so personnel have been replacing the down guys and straightening the poles/structures. With the cold weather they have been spending time inside doing some shop maintenance.

Power Outages: The Electric Department worked two power outages on Monday, January 6. One occurred way early, at two o'clock in the morning. It was caused by splice failure on one of the primary conductors and it fell to the ground. Once we isolated that, we got it going. Later that evening, we had a bad transformer that caused an outage, which was isolated to one block and was repaired within a couple of hours.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Power Plant personnel have been performing general duties, working on quarterly reports, cleaning the generator windings, worked on fuel lines for Generator #4, did plant maintenance and painted floors.

WATER DEPARTMENT: Boil Water Advisory - Update

On January 5, 2014, City of Burlington, in consultation with Kansas Department of Health and Environment, issued a Boil Water Advisory for Coffey County. On January 7th at 8:50 a.m., City of Burlington, with approval of KDHE, declared an end to the Boil Water Advisory. Citizens of Burlington, the cities of Gridley, LeRoy, and New Strawn, and Rural Water District #2 and #3 were kept informed of the situation. Advisory had been published in the newspaper, on Facebook, and on the City's webpage (www.burlingtonkansas.gov).

Water Superintendent Hawkins stated, "You probably read in the paper about the scenario of what happened to cause the Boil Water Advisory. I want to apologize specifically for my department because we failed in what we did; and I take full responsibility for what took place. I know it was an inconvenience to each and every one of you – it affected you in one way or another. I want to apologize to the County, the people we sell water to, the townships for the inconvenience we caused them."

He continued, "We corrected the situation and now have put in place a corrective action whereby my cell phone will automatically be dialed if water level in the tower(s) gets below 116 feet. We are trying to get all the features in place that we can to avoid this occurring again."

He said, "One thing I saw and was really impressed with was that in the middle of a crisis we had numerous calls asking what they could do to help – flush fire hydrants or something else. I want to thank all the towns, the Rural Water Districts, and the communities themselves. I understand there are some hiccups (problems) in some situations, but this is a good community and county that we live in and there are a lot of people out there who truly want to give a helping hand. I want to thank them for that."

Superintendent Hawkins, "Of course, we have been dealing with the cities, water districts, and the Water Committee on concerns we are going to address later; but we want to ensure citizens of Coffey County that it is a proven fact we do have good drinking water. We will move forward and try to regain the trust of the citizens."

Mayor Merry commended Superintendent Hawkins, "I know you (your department) caused the damage; but I want to thank you for keeping us informed and then following every KDHE procedure from the second it happened and handling it completely successfully. And for letting the public and all the businesses know what was going on. I think that's why everybody was so receptive. You handled it very professionally." Superintendent Hawkins, "Thank you."

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WATER DEPARTMENT: Gray Water Tower Repair Needed (East Tower at the Water Plant)

Superintendent Hawkins reported, “We also have a break in our Gray/East Water Tower, the one by the Water Plant. When I called our water tower contractor (Cunningham Sandblasting & Painting, Inc.) to start getting bids for repairs to the water tower, I found out we are not alone in this problem. The City of Eldorado and all along the eastern part of Oklahoma are getting calls for the same scenario as far as the towers themselves breaking. We searched around and had a variety of bids. We decided to accept the bid from Utility Services. (*Utility Services worked on the Gray Tower in 2003.*) They work on the maintenance of the tower itself. We also have had Cunningham Sandblasting & Painting, Inc. work on our Blue/West Water Tower (on Potomac Street). We searched for the best deal, and signed a brief contract for \$2,800 for Utility Services to come and weld the pipe of the Gray Water Tower. The problem is we are not the only town they will be helping, so it will take a little time.”

When asked if the cold weather had anything to do with the break, Superintendent Hawkins explained, “I don’t know, so I asked our engineering firm. We put the altitude valve in the Gray/East Tower with the idea of giving us storage in our Blue/West Tower. The Gray Tower is shorter than the Blue Tower. The altitude valve, once the Gray Tower is full, shuts the valve off to the Gray Water Tower and it continues to push water into the Blue Tower. I think, but am not sure the problem is that although we have a freeze wrap around the pipe, when we have a -30° F windchill and the water stops moving, that is when I think it happened. I’ve tried to trend it through Water Plant data – flows, pressures, etc. – trying to isolate it, but I cannot pin it down. I’m asking advice of our engineers and have talked to the tower contractors to see if they have seen this happen. That’s just my opinion, but anytime you’ve got water that stops flowing with that cold of temperatures, pipes start freezing.”

Superintendent Hawkins explained future preventative action, “What we’re going to do on our part is that anytime we deal with the winter season, since wintertime is not a time for water storage anyway, we need storage in summertime when the demand is high; we will not run our towers until they are completely full. We will only run them to 136 feet and allow them to drop together and come on, and not use the altitude valve.”

City Clerk Kewley clarified, “But with the one tower (Blue/West Tower) we are using now, we are able to supply plenty of water.” Superintendent Hawkins, “Yes. It’s the ‘best’ time for this to have happened. The wintertime is our lowest use time of year. I have to applaud my guys because they are making sure to fill up the Blue Water Tower each night and making sure that by morning we still have reserve in the ground. Since this has happened, we’ve not had a day that the Clearwell level has not been under nine feet. We want to do that for fire protection or if we have breaks; so I want to commend them for that, as well.”

WATER/WASTEWATER DEPARTMENT: Water Plant – Water Plant CT Calculations

[CT Calculations: ‘C’ is the concentration of chlorine. ‘T’ is the amount of time the water has been in contact with chlorine before the first user. Calculated daily and compared against the EPA CT ‘Required’ Table. EPA rules states: ‘Measurements must be taken on the same day of the week, every week, for one year (52 measurements), during peak hourly flow for that day. Data can be measured manually or with on-line instrumentation.]

Superintendent Hawkins reported, “We do have some good news. I’ve been working with Ricky Teed (Bartlett & West) at our water treatment facility concerning our CT calculations. Without getting really in depth, with the understanding of CT, one of the battles we’ve fought since day one with KDHE was that we’re not getting credit for contact time because we’re only showing one of our four filters in the Water Treatment Plant; so all this time, we’ve only showed credit for one filter. KDHE said we needed to supply them with proof, so we did. We took the time to take pictures and measurements – giving depth and provided them with all the information we could; and we got the blessing from the State. They understand now why and they see the error that SKW provided us with. (*Shetlar, Kline & Warren was the original engineering firm for the Water Treatment Plant construction project*) That error helps us because when we try to meet our CT Calculations we’ve always just barely scratched by; so we had to change our ammonia feeds in the basin area to meet CT calculations, but never had the accreditation to do that.”

He continued, “Now that we have credit; we don’t have to run as much chlorine or carbon; we can move our ammonia feed back to where it should be, which in return is going to help us with THMs and HA5s. [*THMs are Trihalomethanes (THM). HA5s are Haloacetic Acids.*] Stage 3 treatment is on its way. In other words, the standard now is 80:50 on THMs and HA5s; and when Stage 3 hits, it is going to go to 60:30. That means that if we can’t meet the criteria, we’re either going to have to increase the chemicals to meet the standards, or we’re going to have to change the process of how we run the Plant. This credit has given us a huge benefit of relief that now we can change the operation and get the accreditation that we have - prove it to the State, which we did; and then we can start decreasing the amount of chemicals we use. The less chlorine we use, the less THMs we will have; it keeps us under the State guidelines. It’s good news. Also, the State says we are the ones responsible to meet our CT calculations.

WATER/WASTEWATER DEPARTMENT: Equipment–Bid for Backhoe, Dump Truck, Sewer Machine

Superintendent Hawkins stated, “I would like permission to go out for bids for a Backhoe, a Dump Truck, and a Sewer Machine. I visited with the Water Committee and we’ve been working on this for some time. We have the funding available for these three pieces of equipment.” Council Member Lenard stated, “Like Danny said, the Committee has met and discussed all of this; and is behind Danny 100%.”

Council Member Lenard stated, “I move to authorized Superintendent Hawkins to go out for bids for a backhoe, a dump truck, and a sewer machine.” Council Member Curtiss, “I second the motion.” Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

STREET DEPARTMENT: Update

Mayor Merry provided the Street Department report on behalf of Superintendent Mast.

General: Street personnel have been doing some welding on two truck beds that were rusted out, and with the break in the weather, maybe they will both be repaired before the next snowfall. Personnel have been doing some tree trimming and normal duties.

POLICE DEPARTMENT: Update

General: Chief Jones reported, “Since the last Council meeting, we’ve been relatively active.”

Explosives/Bomb Incident: Chief Jones reported, “The individual that was in this Tuesday’s (January 14) newspaper made his appearance in District Court late this afternoon. The County Attorney was going to ask for a \$25,000 cash or Surety Bond on him. I’m not sure if that is what he actually got.” Council Member Rhodes asked if this was the bomb maker. Chief Jones said it was.

City Attorney Roth explained to Council Member Rhodes, “In answer to your question – from the look on your face – the bond is only for child endangerment; it’s not for explosives. Additional charges are coming.” Council Member Rhodes, “Alright.” Council Member Scott, “So in the meantime, he’s out wandering around?” Attorney Roth, “No.” Chief Jones, “I don’t believe he’s made bond yet – it’s a \$25,000 bond. He is eligible to make bond; and that is a feature of our court system that he is entitled to.” Attorney Roth, “The federal charges of illegal explosives are not filed in state court; they’re filed in federal court in Topeka by the United States District Attorney and he hasn’t got it filed yet. That will carry an additional bond and it will be substantially higher than that; and I imagine the Feds have a hold on him. If he makes this bond for \$25,000, he’s got to be transported to Topeka to make bond on that.” Chief Jones, “I don’t know what your sources are, Dennis. I don’t have any of that information.” Attorney Roth, “It’s just my experience.”

Municipal Court: Chief Jones said, “Along with everything else that went on last Thursday (January 9th), we also had a full docket at city court.”

LEPC: Chief Jones attended the Local Emergency Preparedness Commission meeting this morning.

Chief Jones stated, “We did all this and had all the usual run of calls and the normal things we do, too. On the Police business side, that’s pretty much business as normal, unfortunately.”

POLICE DEPARTMENT: Vehicles–Purchase Used: 1 for Police Department & 1 for Animal Control

Chief Jones stated, “For this year, we budgeted \$35,000 for a new police vehicle; and that usually covers the cost of a new vehicle plus any equipment we need to get for it and installation of the equipment. Instead of going for a new vehicle this year, after discussions with the Police Committee, I am actually recommending that we go to the Kansas Highway Patrol and purchase one of their used patrol cars – specifically a 2013 Dodge Charger that will have less than 50,000 miles on it for just under \$19,000. It will come partially equipped.”

He continued, “The main reason I’m asking to do that is because that will leave me the balance of that \$35,000 we budgeted for vehicles to do something with the 1992 Chevy 3-quarter ton pickup that we use for Animal Control. It is the truck Alfred Mann drove when he was Utility Superintendent. Last week when the temperature hit below zero, we could not get that truck to start. We are repairing that truck regularly; it’s time to replace it. We want to find something that is under five or six years old and with under 70,000 to 80,000 miles would be ideal. I am not asking for a new truck, but I would like to get permission to find a used one. The Water Department purchased some State surplus property last year; unfortunately they don’t have anything in inventory, but their inventory changes weekly. I would imagine I could talk to our local dealers and they could come up with something for me, as well.”

Police Vehicle- 2013 Dodge Charger: Chief Jones stated, “I am recommending we purchase a used Kansas Highway Patrol 2013 Dodge Charger not to exceed \$19,000.” ***Council Member Scott stated, “I move to authorize Chief Jones to purchase a used patrol car from Kansas Highway Patrol, not to exceed \$19,000.00; with the specific vehicle to be approved by the Police Committee.” Council Member Lenard, “I second the motion.” Hearing no discussion Mayor Merry called for a vote. Motion unanimously carried.***

Animal Control Vehicle: ***Council Member Scott stated, “I move to authorize Chief Jones to purchase a used pickup truck, not to exceed \$16,000.00, to replace the 1992 Animal Control Truck; with the specific vehicle to be approved by the Police Committee.” Council Member Lenard, “I second the motion.” Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.***

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POLICE DEPARTMENT: Police Department Building (discuss renovations vs. new building)

Council Member Scott stated, "I asked to have discussion on the police building added to the agenda. Our committee (*Police Committee: Council Members Scott, Lenard, and Rhodes*) has met extensively. The present facility the Police Department occupies is not adequate. The physical setup leaves a lot to be desired. There are some major structural issues that are going to have to be addressed. We looked at what we could do about it to come up with the solution. We feel that an add-on is not feasible for several reasons. One would be trying to deal with the structural issues that are there and what adding on would do. Secondly, architecturally trying to add on and match what is there is difficult. And the third part would be that if we try to restructure and add on, the configuration of the office will be expensive. So, our solution is a new structure."

He continued, "We have a location for a new structure on the northwest corner of 3rd Street and Alleghany Street, which the City already owns. The key question is funding. I am asking the Council tonight, 'Is the Council willing to use infrastructure money to pay for this facility?' There is a very faint possibility of grant money. One of the things we are talking about is having a storm shelter incorporated in this. There are funds there. Again, I don't want to leave the impression that it's a done deal. What I really need from the Council is whether or not you want us to proceed. We are looking at an approximate cost of about \$350,000."

Council Member Scott stated, "I am going to move we proceed to move forward on a new building for the Burlington Police Department at an approximate cost of \$350,000." Council Member Rhodes, "I second it." Mayor Merry called for discussion. Council Member Luke asked, "What does 'move forward' mean? Going out for bids? Getting funds?" Council Member Scott explained, "What we need is a consensus, a 'yes' or 'no' from the Council for using infrastructure money. To me, if you vote 'yes' on this, you're saying we can use infrastructure money; if you say 'no', that means we're not going to use infrastructure, and that means we're not going to do any more." Council Member Lenard, "The answer to the question is, yes, Stan, we're still looking through specific needs of what we need to have in the building, whether the storm shelter can go in there and still meet our utilization; but we're going to start looking at design; we've looked at wood and steel. We're still going through the evaluation process of what would be best for the Police Department." Chief Jones added, "Realistically, we've gone as far as we can without Council's approval to proceed further. The next step is to go to the design and cost phase to find out what we could do and what it would cost."

Mayor Merry stated, "What we had done when I was County Commissioner before wasn't with infrastructure money, it was with community improvement money. We matched some money for Waverly for their community building; and I noticed Coffey County's name was on the new LeRoy community building. I don't know how much money they put in; but I assume it came out of Community Improvement Funds." Chief Jones, "I have visited with County Commissioner Robrahn about the Community Improvement Fund, and she allowed as how that's a possibility. Again, using Bill's phrasing, I don't want to give the impression that this is a done deal or anything, but there is a possibility of getting Community Improvement Fund money through the County Commission toward part of this project, particularly if we do incorporate a public storm shelter, which would obviously be immediately accessible for people at Kelley Park."

Mayor Merry, "It would be nice if they could do half Infrastructure Fund and half Community Improvement Fund monies. The process has happened that way before." Chief Jones, "It might take a better horse trader than me to have that discussion." Mayor Merry agreed, "I just don't want to commit all the money to infrastructure; I'd like to find some match money, just like with the community building. I think we need to do some match money; I hate to ear-tag all the infrastructure money for it." Council Member Luke, "But that's part of the process. Once we authorize the Police Committee to go ahead, they will continue their search for funds. The worst case scenario is no outside support; the best case is all outside support."

Chief Jones, "As an example, for one of the grants I'm looking at I have to do a letter of intent postmarked by March 1st; then if they approve the letter of intent, they will send me an application to completely fill out and return; and if they approve the application, they will forward it to Federal Emergency Management Agency (FEMA) by June 15th; and we might hear something by 2015. Funds are available, but there's absolutely nothing to say we will get them, or that it will be in a timely manner." Council Member Griffith asked, "Is that a part of the Homeland Security?" Chief Jones, "Some of it, yes; some of it is under the Federal Emergency Management side. Mainly what we are looking at would be on the Emergency Management side – strictly on the FEMA side of that house."

Hearing no further discussion, Mayor Merry called for a vote on the motion which was: Council Member Scott stated, "I am going to move we proceed to move forward on a new building for the Burlington Police Department at an approximate cost of \$350,000." Council Member Rhodes, "I second it." Motion unanimously carried.

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PARKS DEPARTMENT: Update

General: Parks Superintendent Boyce reported personnel have been doing normal duties, including cleaning public buildings and restrooms. He said, "During nice weather, they have been trimming trees in the parks. Along the City Dam road (Old Mill Road) we've been trimming trees back. We did talk with the property owner (Ratzlaff) and along their property, they ask that we don't open it up to where they have people trespassing on their property, but they do allow us to trim to get them off the tractor."

4-H Building Improvement: Parks Superintendent Boyce reported, "We replaced the old cast iron bathroom sinks at the 4-H Building. They had cracked at the drains and rust was coming through. The new porcelain sinks look 100% better. This is the type of winter project work we try to do."

Snow/Ice Removal: Parks personnel did snow and ice removal and did equipment maintenance afterwards.

General: Parks Superintendent Boyce worked on the department's inventory and turned it back in to Zoning Clerk Hugunin. He is also working on the 2013 Accomplishments and the 2014 Goals. The holiday banners were taken down today and the 'Welcome to Burlington' banners were put up.

GrassHopper 930D Mower: The new mower came in last Thursday.

PARKS DEPARTMENT: City Dam Rock Wall – removal

Parks Superintendent Boyce reported, "I handed out information from Bartlett & West, which the Parks Committee already has. I had them looking at repair of a rock wall at the City Dam. Basically, they will remove the rock wall and put in a concrete wall. If you will look over the information, we will discuss it at the next meeting of Council (February 5th)."

Mayor Merry asked, "On this deal from Bartlett & West, can you get me some kind of schematic so I will know just what you're tearing out and how you're replacing it and what with?" Superintendent Boyce, "Photograph or something." Mayor Merry, "An aerial view or just a drawing that shows what you're going to be doing?" Superintendent Boyce explained, "On the west side where the little short steps are, it's the rock wall just to the east of it all the way to the big set of stairs. Take all that rock out and put in a concrete wall." Mayor Merry, "So there won't be anything by the Dam or in that area where the rock has been slipping down where the picnic tables used to be?" Superintendent Boyce, "Remove all that and put a concrete wall back up to the existing height of what it is now. You asked me to fix where the hole was." Mayor Merry, "Right."

Superintendent Boyce, "I had one contractor that would come and look at it. He quoted \$10,000, but he won't guarantee it to stay standing, so I may be throwing money out the window." Mayor Merry, "Right. So, we won't be touching the Dam at all; so it will be everything behind there. It's where the old spill came out around to go to the Mill." Superintendent Boyce, "There will be a study done on the water that flows through there. My thought is to stair-step that all the way up to the guardrail, and do away with the grass area that is there now because it is so steep and is washed out. Basically, it will be all concrete and stair-stepped from those two big Cottonwood trees to the end of the guardrail."

PARKS DEPARTMENT: Equipment: Get Quotes for a Gasoline Powered Air Compressor

Parks Superintendent Boyce explained, "Basically, we have a truck now that stays with the lawnmower when personnel go out to mow and it stays hooked to the trailer. We will install the gasoline powered air compressor in the back of that truck; so it will stay with the mower all the time to be used for flat tires, repair; and before they bring the mower in, they will blow out the grass and clean the mower out. Normally, we would do it in front of the shop." He read the list of four quotes and recommended Council accept Burlington Building Material's quote.

Quotes:	Burlington Building Materials	MI-T-M Corp	Model AMI-PH65-08M	\$ 929.99
	Burlington Auto Supply	North Star	Item# 459212	\$ 999.00
	Burlington Building Materials	Campbell Hausfeld	Model CE2000	\$1,049.00
	Caldwell Auto Parts	NAPA	Model 82-4154-PGTH	\$1,419.00

Council Member Curtiss stated, "I move to authorize Parks Superintendent Boyce to purchase the MI-T-M Corp, Model AMI-PH65-08M gasoline powered air compressor from Burlington Building Materials for the quote of \$929.99." Council Member Griffith, "I second the motion." Mayor Merry called for discussion. Council Member Luke asked if the air compressors were all comparable. Superintendent Boyce said they are all basically the same. **Hearing no further discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.**

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2014-01	<u>\$404,339.14</u>
b.	Payroll Ordinance	2014-01	<u>\$ 70,821.87</u>
c.	Payroll Ordinance	2014-02	<u>\$ 77,040.62</u>
	TOTAL		\$552,201.63

CLAIMS 2014-01: Council Member Luke, "I move City of Burlington pay Claims Ordinance 2014-01 in the amount of \$404,339.14 for payment of city bills." Council Member Rhodes, "Second." Mayor Merry called for discussion. City Clerk Kewley explained some larger items, "We have \$11,235 to Bartlett & West to finish up the Water Pressure Study. We do have Phase I of our Sewer Project payment for \$250,921.34. We paid for our mower, \$12,504.11. Also included are some Waterline Replacement Project fees in the amount of \$14,332.50." Superintendent Hawkins explained that was paid to Riley Boring Company for boring under Yuba Street for the Waterline Replacement Project. **Hearing no further discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Merry declared Claims Ordinance 2014-01 unanimously approved.**

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PAYROLL 2014-01: Council Member Scott stated, “I move City of Burlington pay Payroll Ordinance 2014-01 in the amount of \$70,821.87.” Council Member Luke, “Second.” Hearing no discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. Motion unanimously carried. Mayor Merry declared Payroll Ordinance 2014-01 unanimously approved.

PAYROLL 2014-02: Council Member Luke stated, “I move City of Burlington pay Payroll Ordinance 2014-02 in the amount of \$77,040.62.” Council Member Rhodes, “Second.” Hearing no discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. Motion unanimously carried. Mayor Merry declared Payroll Ordinance 2014-02 unanimously approved.

FINANCE: Utility Billing Charge-offs for 2011

City Clerk Kewley explained this is the 2011 Utility Billing charged-off in 2012. We have \$7,449.57 this year. Last year we had 13,064.28; which shows we have been aggressively going after delinquent accounts. We can credit that to the Kansas Setoff Program, because that is a wonderful program. What I need tonight is a motion to approve these charge-offs. We will continue to collect on these accounts through the Kansas Setoff Program or when the debtor comes in to town and requests utilities.

Council Member Luke stated, “I move to approve the Utility Billing Charge-Off of 2011 delinquent accounts for the amount of \$7,449.57.” Council Member Lenard, “Second.” Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

FINANCE: Blue Cross/Blue Shield – Personnel Insurance Renewal

City Clerk Kewley informed Council, “Today Deputy City Clerk Brown and I met with Donna Pashman, our Blue Cross/Blue Shield representative and went over our plan. With everything going on with Obama Care, we really feel good that we are able to keep our plan – we’re grandfathered in and everything is staying the same right now; but we do have an increase of 6.22%. Everybody is getting older, so it includes an age/gender increase of 3.5%, and a 2.8% increase for the overall pool. I am recommending that we renew the same plan and stay grandfathered in, which is a huge benefit for our employees.”

Council Member Scott stated, “I move to approve the BlueCross/BlueShield health insurance policy for city employees for 2014.” Council Member Lenard, “Second.” Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin reported he has been doing an update for the Census Bureau on new construction in Burlington and got that to them today. He has also been updating Facebook and the City’s webpage. He has also been preparing the inventory spreadsheets for all the departments.

Comprehensive Development Plan – Update: Zoning Clerk Hugunin has started talking with the City’s Planning Consultant, Bickley Foster, on updating our Comprehensive Development Plan. Bickley has been working with the City of New Strawn, so he will stop by here on a day when he is already in Coffey County. We are mainly concerned with updating our maps.

PERMITS: Zoning permits issued by Zoning Clerk Hugunin:

2014-001 Rodney Breeze, 204 S. 8th Street, for a garage addition

LEGAL DEPARTMENT: RWD #2 Water Contract

City Attorney Dennis Roth reported the Water Contract is still happening.

LEGAL DEPARTMENT: Executive Session for Non-elected Personnel

Mayor Merry said, “Dennis has requested an Executive Session on elected personnel for ten minutes with the Council, Mayor, City Clerk/Personnel Officer, Water/Wastewater Superintendent, and himself (City Attorney) in attendance.” Council Member Scott stated, “I move to enter into a ten-minute Executive Session for Non-elected Personnel, with the City Council, the Mayor, the City Clerk/Personnel Officer, the Water/Wastewater Superintendent, and the City Attorney in attendance.” Council Member Lenard, “Second.” There being no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried. Council entered the Executive Session at 6:38 p.m. and exited at 6:48 p.m.

Action taken: Council Member Lenard stated, “I’d like to make a motion to move Philip Decker from a Water/Wastewater Non-Certified Operator to a Water/Wastewater Operator Trainee, with his hourly wage moving from \$15.33 to \$12.90.” Council Member Curtiss, “I second the motion.” Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

LEGAL DEPARTMENT: Advertise for Water/Wastewater Non-Certified Operator

Council Member Lenard stated, “I make a motion to advertise the now vacant Water/Wastewater Non-Certified Operator until the position is filled.” Council Member Luke, “Second.” Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

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CITY CLERK’S OFFICE: Update

General: City Hall Staff have been busy with preparing meter readings for utility billing, handling calls and inquiries, handling work orders, preparing meeting minutes, reports, vouchers for paying bills, and payroll.

Delinquent Utility Accounts: For December, we will be sending \$612.34 of delinquent utility accounts for collection through the State Setoff Program.

Budget for 2014: City Clerk Kewley said she is finishing up on the 2014 Budget figures.

Dog Tags: Dog tags for 2014 are due at the end of January.

Employee Health Insurance: City Clerk Kewley met with Donna Pashman to review the Blue Cross/Blue Shield employee health insurance for 2014.

Employee Benefits Meeting: City Clerk Kewley informed Council, “We have scheduled Tuesday, February 11, for the Annual Employee Benefits Meeting at Kelley hall from 9:00 a.m. to Noon. Our benefit providers will meet with employees and review what services they provide and any changes to the benefits and any changes the employees may want to make. It is also open enrollment for the employees. Benefit providers will be BC/BS, KPERS, Security Benefit, ING Financial, and the Employees Assistance Program.”

KMU Day at the Capitol: City Clerk Kewley said she, Danny Hawkins, and Alan Schneider will attend the KMU Day at the Capitol. City of Burlington will be represented.

Antique Hutch Refurbished: City Clerk Kewley thanked the Electric Department for the great job they did refurbishing an article of furniture (an antique hutch) that was found in the basement of City Hall. They built a base for the hutch and matched the color. It is in the meeting room at 303 Neosho.

Closing for Holiday: City Hall will be closed January 20th in observance of Martin Luther King, Jr. Day.

REPORT BY CITY OFFICER: None

FUTURE AGENDA ITEMS:

GENERAL	City Debt – How to fund projects		GAAP – Infrastructure Capitalization	
	City Code Re-codification		Actuaries – GASB-45	
	Service/Allied Waste Agreement Renewal		Governing Body – Group Picture	
	Mayor’s Volunteer Program		Electric Rate Study	
ELECTRIC DEPARTMENT:		GIS system	Automatic Meter Infrastructure for Electric & Water (AMI)	
		Emissions Standards Compliance/EPA		
PARKS DEPARTMENT:		Fair Board’s new Building	UHCA Event in Kelley Park - October 2014 (Jim Ochs)	
		Hazard Tree Removal	Kelley Park Rock Restroom – Refurbish update	
LEGAL DEPARTMENT:		RWD #2 Contract (New)		
PLANNING AND ZONING		Quarterly Construction Valuation Report	Oak Park Solar Lighting Grant (Trusler Foundation)	
		Comprehensive Development Plant - Update		
POLICE DEPARTMENT		Nuisance Updates	Personnel – Training Updates	
		Personnel – Officer Vacancy	New PD Building- Update	
STREET DEPARTMENT:		2013 Asphalt Project	Sidewalk for Mike Abendroth (2 blocks)	
		Sidewalk Replacement Repairs on City Rights-of-Way	Pavement Management System/Asset Management System	
		Street Department Storm Sewer Project & Rebuild of S. 10 th St.	Street Sweeper - Repair	
		Heather Street – Concrete Panels		
WATER & WASTEWATER DEPARTMENT:		Sewer Improvement Project--Lift Station Replacements		
		Neosho Riverbank Stabilization	Southwest Sewer Project	Water Pressure Study
				Truck/Sewer Machine/Backhoe - Bids
		Water Plant Improvements--Efficiency	Waterline Replacement Project	Water Tower Repair (East)
				SCADA System
		10 th & Housatonic Water Improvements-	John Redmond Reservoir – Dredging	Water/Wastewater Vacancy

Mayor Merry declared the meeting adjourned.

Approved by City Council and signed by Regina R. Kewley, City Clerk